



POSITION: Advanced Development Program (ADP), Manager

PROGRAM: Grassroots u11 to u13

REPORTS TO: Sporting Director

LEVEL: Full-Time

START DATE: September 2026

COMMITMENT: Full-time (salaried); consisting of approximately 20 hours per week as admin and 20 hours on field technical support as needed throughout the season; includes evening and weekend on-field work and off-field administration.

POSITION SUMMARY

North Toronto Soccer provides exceptional youth soccer programming to over 4,000 youth in the North Toronto community. The club is committed to creating a safe, fun and welcoming environment for young people to mature and grow as players, coaches and officials.

The Manager, ADP is responsible for leading all aspects of program administration in coordination with ADP coaches and the Competitive Administrator. These tasks include:

KEY RESPONSIBILITIES & DUTIES

1. Technical Leadership & Player Development

- Provide technical leadership and strategic direction for North Toronto Soccer's Advanced Development Program (ADP) for U11–U13 age groups.
- Develop, implement, and refresh stage-appropriate curricula aligned with Canada Soccer's Long-Term Player Development (LTPD) model for U11–U13 age groups.
- Organize and execute Open Development Sessions (ODS) across U11–U13 divisions.
- Lead and monitor the performance of ADP Technical Staff coaches (*ADP Technical Staff Coaches, Part-Time Club Staff, Volunteers*) to successfully implement North Toronto Soccer's Technical Plan as it pertains to the U11-U13 Advanced Development Program (ADP)
- Lead the Fall Open Trials/Assessment Process to ensure accurate player streaming into U14 competitive pathways (OPDL, Regional, and District).
- Collaborate with the Manager of Nitros Development Program (NDP) and Manager of Recreational Programs to maintain smooth player alignment between SELECT and ADP streams.

2. Staff Management & Coaching Development

- Lead, mentor, and evaluate Technical Staff (*ADP Technical Staff Coaches, Part-Time Club Staff, Volunteers*) coaches to successfully deliver the Club's Technical Plan.

- Delegate roles and operational tasks to technical staff within the ADP structure.
- Maintain regular, structured weekly contact and feedback loops with ADP coaching staff.

3. Administration & Operational Logistics

- Manage program scheduling, field allocations, and administrative workflows using Club management platforms (e.g., PowerUp, TeamSnap).
- Coordinate festival/league operations, game-day logistics, and equipment management for ADP teams.
- Oversee team roster management, player registrations, and operational documentation in compliance with district/provincial guidelines.
- Work alongside the Manager of Nitros Development Program (NDP), Manager of Recreational Programs, to ensure alignment between the Clubs SELECT Program and the Advanced Development Program
- Oversee program equipment inventory, facility setup, and assist in monitoring team/program operating budgets.

4. Communication & Parent Engagement

- Lead parent engagement initiatives to educate families on LTPD standards, player pathways, and North Toronto's coaching philosophy.
- Delegate and set tasks for Technical Staff coaches within the Advanced Development Program (ADP)
- Serve as the primary point of contact for member inquiries regarding the ADP program.
- Ensures regularly scheduled weekly contact with ADP coaching staff
- Deliver proactive, professional updates to club membership throughout the season.

QUALIFICATIONS & REQUIREMENTS

- **Education & Experience:** 3–5+ years of coaching/administrative experience in youth soccer development or sports management.
- **Technical Certification:** Canada Soccer National Children's Diploma / License (or National Diploma/License equivalent).
- **Mandatory Safety & Ethics Training:**
 - Safe Sport Training & Respect in Sport
 - Rule of 2 Compliance
 - Making Headway (Concussion Safety)
 - Making Ethical Decisions (MED)
 - NCCP Emergency Action Planning*
- **Background Check:** Valid Vulnerable Sector Check (VSC) required prior to commencement.
- **Skills:** Excellent organizational, leadership, and interpersonal communication skills; proficiency in sports management software and MS Office/Google Workspace.
- **Valid Driver's License:** Valid G-class Driver's License and reliable access to a vehicle for travel across GTA program sites and facilities.

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which are assigned from time to time.

Salary & Benefits:

This position comes with a competitive full-time salary and enrolment in North Toronto Soccer's employee benefits package.

The position includes paid vacation days to be taken at a time which is mutually agreed upon between the Club and the employee.

North Toronto Soccer Club is an equal opportunity employer committed to diversity, equity, and inclusion in sports. We welcome applications from qualified individuals of all backgrounds.

Interested individuals should contact David Benning, Sporting Director (david@northtorontosoccer.com) with an introductory email & resume. Please ensure to put **ADP Manager** in the subject line.